

16 December 1985

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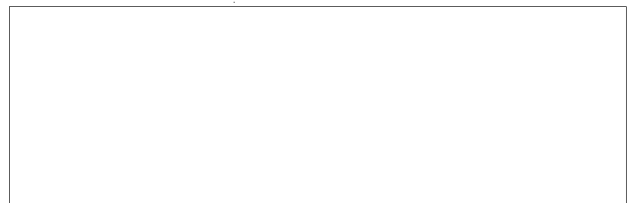
MEMORANDUM FOR: [] DI/RMO
 FROM : [] OCR/RMO
 SUBJECT : Annual Report of Records Holdings

The attached Annual Report of Records Holdings shows a number of dramatic changes in OCR's records during 1985. Many of the differences are due to a change in the method of counting. Listed below is information including the offices within OCR in which the major holdings of each category are filed and an explanation of the large differences in certain records.

- I.
 - a. The case files are mostly biographic files in AN, LE, and UE.
 - b. The reference material is in our Library and Historical Intelligence Collection.
 - * c. The large number of odd size material is in M&AD/MSD. The reduction is inaccurate due to measurement of cubic feet last year as opposed to linear feet this year. There has been no major reduction in our maps and charts.
 - d. This is mostly M&AD/AB stock files, but includes some overnight storage, forms and DCID production stock.
- II.
 - a. These card files are in the Library and Historical Intelligence Collection.
 - b. These are the Biographic card files in AN, LE, and UE.
 - e. The aperture cards are in our Document Library.
 - f. The microfiche is in our Document Library and Library.
 - g. Listed as other are photos in AN, LE, and UE and some TS control cards in LDSD/DB.
- III.
 - * c. The video tapes are in LDSD/VMB. The increase is due to an increase in acquisition of these tapes by our Visual Media Branch.
 - * g. The apparent reduction of 1073 5 1/4" magnetic diskettes is an error due to the conversion from linear feet to individual diskettes. To my knowledge, there has been no major reduction in our diskettes.
 - j. Other includes File 9, the Special Register File on personalities.
- IV.
 - * a. The 16 mm reels are in LDSD/DLB. The large reduction is partly due to the inclusion of 460 feet of microfilm and 2618 feet of microfilm cassettes and cartridges in this category in 1984 but not in 1985. Since 381 feet of movie film from this category were included in "Maps, Photographs, Charts, Movie Film, Etc." in 1984, the comparison is misleading.

- * b. The 35 mm reels are in the Library. A large volume of these reels were retired to the Agency Records Center in 1985, which accounts for the decrease of 4,284 reels.
- c. The microfilm cassettes are in the Library. No microfilm cassettes were listed last year since 1,595 cartridges and 1,023 16 mm cassettes were all included in the 16 mm category of 1984.
- d. The movie film is in LDSD/VMB. It was listed in the category "Maps, Photographs, Charts, Movie Film, Etc." in 1984.
- e. Listed as other are photo negatives in LDSD/VMB. These negatives were also listed in the "Maps, Photographs, Charts, Movie Film, Etc." category in 1984.

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/OIA
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	ANNUAL LINEAR FOOTAGE		
	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,118.0	1,709.0	+ 591.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	519.0	1,461.0	+ 942.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,019.0	676.0	- 343.0
d.	Other (Describe)		384.0	+ 384.0

TOTAL LINEAR FEET OF OFFICE FILES

	2,656.0	4,230.0	+ 1,574.0
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II. CARD-SIZE FILES:

a.	3x5 Cards	52.3 523.0	.	- 523.0
b.	5x8 Cards		29.7 178.0	+ 178.0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards	44.5 267.0		- 267.0
f.	Microfiche	11.3 68.0	2.5 15.0	- 53.0
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

	858.0	193.0	- 665.0
	108.	32	- 76

QUANTITY OF EACH

	PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	3 21	. 6 4.0	- 17
b.	Audio Tapes			
c.	Video Tapes	4 28	1.7 12.0	- 16
d.	Disc Packs	5 10		- 10
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	2 1,200		- 1,200
h.	Magnetic Diskettes 8"	18 4,320	3.1 750.0	- 3,570
i.	Paper Tapes			
j.	Other (Describe)			

	32	5	- 27
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IV. FILM RECORDS:

a.	Microfilm—16mm Reels	5.9 499	.	- 499
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe) <i>Film Lib.</i>		1,097.0	+ 1,097

	6	366	+ 360
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Comments:

Sign <i>of Component/RMO</i> <div style="border: 1px solid black; width: 300px; height: 40px; margin-top: 5px;"></div>	Date: 19 Dec. , 1985
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FORM 9-85

White copy - OIS/IRMD

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Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD		FROM: (Directorate and Office) DDI/SOVA	
		ANNUAL LINEAR FOOTAGE	
		PREVIOUS YEAR	CURRENT YEAR
		DIFFERENCE	
I. OFFICE FILES:			
a.	Case, Subject, Chronos, Etc. *	5110.0	4778'6" - (331'6")
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,910.0	2125'6" + 215'6"
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	111.0	50'6" - (60'6")
d.	Other (Describe) See *1		5'6" + 5'6"
TOTAL LINEAR FEET OF OFFICE FILES		7,131.0	6960'0" - (171.0)
II. CARD-SIZE FILES:			
a.	3x5 Cards	5 50.0	59 58'6" + 8'6"
b.	5x8 Cards		13.6 82'6" + 82'6"
c.	Punch Cards		14.6 58'6" + 58'6"
d.	Abstracts		
e.	Aperture Cards		2.3 13'6" + 13'6"
f.	Microfiche	16 96.0	22.8 136'6" + 40'6"
g.	Other (Describe)		
TOTAL LINEAR FEET—CARD-SIZE FILES		146.0	349'6" + 203'6"
		21	59 + 38
		QUANTITY OF EACH	
		PREVIOUS YEAR	CURRENT YEAR
		DIFFERENCE	
III. MAGNETIC RECORDS:			
a.	Computer Tapes	.9 6	2.3 16 ea + 10 ea
b.	Audio Tapes		7 140 ea + 140 ea
c.	Video Tapes	1.4 10	2.9 55 ea + 45 ea
d.	Disc Packs	3 6	22 44 ea + 38 ea
e.	Word Processing Magnetic Tapes		
f.	Word Processing Magnetic Cards		
g.	Magnetic Diskettes 5 1/4"	2.0 1200	.1 41 ea - (1159) ea
h.	Magnetic Diskettes 8"		7.0 1685 ea + 1685 ea
i.	Paper Tapes		
j.	Other (Describe)		
		7.0	46 + 39
IV. FILM RECORDS:			
a.	Microfilm—16mm Reels		
b.	Microfilm—35mm Reels		
c.	Microfilm Cassettes		1.7 142 ea + 142 ea
d.	Movie Film		
e.	Other (Describe) See *2		35'6" + 35'6"
			37 + 37
Comments:			
*1 4'7" Doc receipts; 1' passports		* IRMD's figure was 510 -- last year's inventory indicates 5110, I changed to 5110.	
*2 32'6" viewgraphs; 3' slides			
STAT Si		Date: 20 December 1985	

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1985**TO:**
OIS/IRMD**FROM:** (Directorate and Office)
DDI/CPAS**ANNUAL LINEAR FOOTAGE**

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	980.0	620.0	-360
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,518.0	1,923.0	+405
c.	Odd-Size Material: Maps, Charts, (Reference in Photographs, Etc. 1985)	775.0	7.0	-768
d.	Other (Describe) (Production Files - Library)		164.0	+164
TOTAL LINEAR FEET OF OFFICE FILES (Case in 1984)		3,273.0	2,714.0	-559

II. CARD-SIZE FILES:

a.	3x5 Cards (9 L.F. are receipts)	2.9 28.6	5.5 55	+26.4
b.	5x8 Cards		.2 1	+1
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	.3 2.0	1.5 9	+7
g.	Other (Describe) (3 1/2 x 8 1/2 Receipts)		4.5 27	+27
TOTAL LINEAR FEET—CARD-SIZE FILES		30.6	92	+61.4
		3.0	12	+9

QUANTITY OF EACH

PREVIOUS YEAR CURRENT YEAR DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes	27 189	15.7 110	-79
b.	Audio Tapes	25.5 510	25.2 503	-7
c.	Video Tapes	183 1,281	181 1,037	-244
d.	Disc Packs	8 16	8 17	+1
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	2.6 1560	4 248	-1312
h.	Magnetic Diskettes 8"	2.0 480	2.6 627	+147
i.	Paper Tapes			
j.	Other (Describe)			
		248	200	-48

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	.4 34	0	-34
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			
		1.0	0	-1

Comments: 36 L.F. of CARD-SIZE FILES not reported in 1984. Magnetic Diskettes 5 1/4" totaled 180 in 1984. 34 Microfilm-16mm Reels were destroyed during 1985 (they contained receipts and were scheduled for destruction per the DI Records Control Schedule). These receipts are no longer microfilmed.

of CARD-SIZE Other.

Date:

20 DEC 85

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/OSWR
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	4,716.5	2776	- 1940.5
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,300.0	9720	+ 8420
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,290.5	218	- 1072.5
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES

7,307.0	12,714	+ 5,407
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II. CARD-SIZE FILES:

a.	3x5 Cards	178.0	37	141
b.	5x8 Cards		43	43
c.	Punch Cards		43	43
d.	Abstracts		21	21
e.	Aperture Cards	36.0	8	28
f.	Microfiche	177.0	80	97
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES

391.0	232	159
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QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	6,729	4812	1,917
b.	Audio Tapes			
c.	Video Tapes	61	72	11
d.	Disc Packs		60	60
e.	Word Processing Magnetic Tapes		80	80
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"		1140	1140
h.	Magnetic Diskettes 8"		1110	1110
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	425	425	0
b.	Microfilm—35mm Reels	27		27
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

13 January 86

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Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 1985

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/ALA
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		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	1,230.0	1323.7	+93.7
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	336.5	351.9	+15.4
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	.5	9.5	+ 9.0
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		1,567.0	1685.1 ✓	+118.1 ✓
II. CARD-SIZE FILES:				
a.	3x5 Cards	.1	.5	- .5
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	52.5 315.0	6	-309.0
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		315.5	6 ✓	-309.5 ✓
		53	1	- 52
		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes		1. 7	+ 7
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"	2.4 1,440	.3 184	-1,256
h.	Magnetic Diskettes 8"		1.4 335	+ 335
i.	Paper Tapes			
j.	Other (Describe)			
		2.0	2.0	0
IV. FILM RECORDS:				
a.	Microfilm— 16mm Reels			
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			
Comments: Apparently, the magnetic discs were not divided by 2 last year as requested nor were the microfiche. The Division secretary has transferred from the division that had all of the microfiche last year. The current secretary assumes the microfiche was destroyed as 6 feet are all that is now in that location.				
STAT	Signature	Date: 23 December 1985		

FORM 9-85 3581

White copy - OIS/IRMD Yellow copy - Directorate/RMO Pink copy - Component/RMO

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/NESA
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ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR
DIFFERENCE	

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,001.8	989	-12.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	373.0	196	-177
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	28.0	24	- 4
d.	Other (Describe)			

TOTAL LINEAR FEET OF OFFICE FILES	1,402.8	1,209.	-193.8
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II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES			
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QUANTITY OF EACH	
PREVIOUS YEAR	CURRENT YEAR
DIFFERENCE	

III. MAGNETIC RECORDS:

a.	Computer Tapes		7 5	+ 5
b.	Audio Tapes			
c.	Video Tapes		9 6	+ 6
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"		5324	+324
h.	Magnetic Diskettes 8"	36.0 8,640	4.0 421	
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Office has added PCs this year for large increase in 5¼" diskettes, also I believe a more accurate count of 8" diskettes is reason for increase. We really had a larger decrease in subject, chrono files, but one division measured all material around the analysts desks. Decrease in reference files was made to accommodate people.

Signature of Component RMO:

Date:

6 January 1986

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19⁸⁵

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/OEA						
<table border="1"> <tr> <th colspan="3">ANNUAL LINEAR FOOTAGE</th> </tr> <tr> <th>PREVIOUS YEAR</th> <th>CURRENT YEAR</th> <th>DIFFERENCE</th> </tr> </table>		ANNUAL LINEAR FOOTAGE			PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
ANNUAL LINEAR FOOTAGE							
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE					

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,109.3	476.9	- 632.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	545.9	266.8	- 279.1
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	25.2	7.0	- 18.2
d.	Other (Describe)		17.3	+17.3
TOTAL LINEAR FEET OF OFFICE FILES		1,680.4	768.0	- 912.4

II. CARD-SIZE FILES:

a.	3x5 Cards	1, 10.3		- 10.3
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES		10.3		- 10.3
		1	0	- 1

QUANTITY OF EACH

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes		1,7 12.0	+12.0
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"		2 100.0	+100.0
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

3 January 1986

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 ⁸⁵

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/EURA
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR,	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	1,347.6	1,837.40	+ 489.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	965.1	942.60	- 22.5
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES		2,312.7	2,780.00	+ 467.3

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			

TOTAL LINEAR FEET—CARD-SIZE FILES**QUANTITY OF EACH**

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes		1.9 140	+ 140
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
h.	Magnetic Diskettes 8" 1984 - 66 Cofr 16.4	15,840 2	1 12	- 15,828
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm— 16mm Reels			
b.	Microfilm— 35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Date:

19 December 1985

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD	FROM: (Directorate and Office) DDI/OCR
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ANNUAL LINEAR FOOTAGE

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	6,466.0	6,756.8	+ 290.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	19,169.3	18,140.0	- 1,029.3
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	15,021.0	4,692.9	-10,328.1
d.	Other (Describe)	0	490.9	+ 490.9
TOTAL LINEAR FEET OF OFFICE FILES		40,656.3	30,080.6	-10,575.7

II. CARD-SIZE FILES:

a.	3x5 Cards	11,035.8	11,646.9	- 611.1
b.	5x8 Cards	0	9,839.9	+ 9,839.9
c.	Punch Cards	0	0	0
d.	Abstracts	0	0	0
e.	Aperture Cards	1,839.0	1,814.0	- 25.0
f.	Microfiche	820.5	712.6	- 107.9
g.	Other (Describe)	0	272.4	+ 272.4
TOTAL LINEAR FEET—CARD-SIZE FILES		13,695.3	14,258.8	+ 563.5

QUANTITY OF EACH + 724

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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III. MAGNETIC RECORDS:

a.	Computer Tapes	585.0	587.0	+ 2.0
b.	Audio Tapes	12.0	0	- 12.0
c.	Video Tapes	2,648.0	6,322.0	+ 3,674.0
d.	Disc Packs	29.0	36.0	+ 7.0
e.	Word Processing Magnetic Tapes	1.0	0	- 1.0
f.	Word Processing Magnetic Cards	400.0	115.0	- 285.0
g.	Magnetic Diskettes 5 1/4"	1,236.0	162.5	- 1,073.5
h.	Magnetic Diskettes 8"	666.0	565.0	- 101.0
i.	Paper Tapes	0	0	0
j.	Other (Describe)	0	25.8	+ 25.8

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	8,128	2,791	- 5,337
b.	Microfilm—35mm Reels	8,055	3,771	- 4,284
c.	Microfilm Cassettes	0	2,618	+ 2,618
d.	Movie Film	0	460	+ 460
e.	Other (Describe)	0	279,791	+279,791

Comments:

- 1d/ Mostly Acquisitions Branch stock files, also forms, overnight storage
 2g/ Mostly photos in AN, LE, UE; also TS Control Cards in LDSD/DB
 3j/ Includes our inherited file 9
 4e/ Mostly photo negatives in LDSD/VMB

Date:

12 December 1985

12 Dec 85